



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
DIRECTORATE OF CONTRACTING
1830 QUARTERMASTER ROAD
FORT LEE, VIRGINIA 23801-1606

ATZM-DC

1 March 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Submission Dates for FY-02 Contractual Requirements

1. To ensure award of FY-02 funded contractual requirements prior to 30 September 2002 and FY-03 requirements that require a contract to be in place on 1 October 2002, request acceptable procurement packages be submitted to the Directorate of Contracting (DOC) no later than the following dates:

a. Supply Requirements:

(1) \$2,500 - \$24,999	09 Sep 02
(2) \$25,000 - \$99,999	26 Aug 02
(3) \$100,000 - \$499,000	01 Aug 02
(4) Over \$500,000	15 Jul 02

b. Service Requirements:

(1) \$2,500 - \$24,999	26 Aug 02
(2) \$25,000 - \$99,999	15 Jul 02
(3) \$100,000 - \$499,000	06 May 02
(4) Over \$500,000	01 Apr 02

2. The deadline for using the purchase card will be established when year-end and closeout procedures are established.

3. If additional information is required, please call 734-4609.

//SIGNED//

TERRY A. HYATT-AMABILE
Director of Contracting

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FLOFMAIL, FLOTMAIL

